

Town of Randolph seeks Sanitary Code Enforcement Officer

The Town of Randolph seeks a Full Time Sanitary Code Enforcement Officer. The position will be full-time (35 hours/week). The Sanitary Code Enforcement Officer shall be an at-will employee. Employment shall not be guaranteed for any specified period of time and may be terminated at any time by the employee or the Town of Randolph without cause or with or without notice.

This position is responsible for performing routine, complex & emergency public health work in the enforcement of the Chapter II of the State Sanitary Code, code enforcement, prevention education and related statutes and regulations, including licensing ordinances in accordance with Chapter 140 of the General Laws of the Commonwealth of Massachusetts. The *Sanitary Code Enforcement Officer* will be supervised by the Public Health Commissioner and will be responsible for additional Public Health Department duties and responsibilities, as assigned. See attached job description for further details.

Successful candidate should possess Associate's Degree in biology, chemistry, criminal justice or relevant field; one to three years of municipal experience preferred; or equivalent combination of education and experience. Serve Safe Food Protection manager certificate, Lead Determinator and Certified Pool Operator, (CPO) certificate is advantageous.

Salary: Commensurate with experience, plus excellent benefits.

The Town of Randolph is proud to be home to a very diverse population and we value the culture and background of all people. We realize the importance of a workforce that is welcoming and inclusive and that treats each resident, business owner, visitor and town employee fairly and with dignity.

The Town of Randolph is an Equal Opportunity Employer. The Town of Randolph does not discriminate on the basis of race, color, creed, national origin, ethnic identity, sex, gender identity, disability, handicap, age, religion, or sexual orientation. The Town of Randolph does not tolerate any form of discrimination, intimidation, threats, bullying, coercion and/or harassment that insults the dignity of others by interfering with their ability or freedom to apply for and work in positions in the Town of Randolph

Please email resume to HR Assistant Anne Barkhouse at abarkhouse@randolph-ma.gov. The Town will be accepting resumes until the position is filled. Resumes will be reviewed, and interviews will be conducted on a rolling basis beginning on Friday, February 4, 2022.

Sanitary Code Enforcement Officer

Position Title: “Sanitary Code Enforcement Officer”

Type of Position: This is an appointed, compensated, full-time employment position with the Town of Randolph. The regular schedule for this position is 35 hours of work per week. This is not a civil service position and this position is not covered by a collective bargaining agreement with the Town. This is a “*non-exempt*” position under the Federal Fair Labor Standards Act (FLSA). Some of the responsibilities of this position may include providing services to neighboring Cities or Towns pursuant to an inter-municipal agreement.

Appointing Authority: Town Manager

Department Head: Public Health Commissioner

Reporting Relationship: This position shall report to the Public Health Commissioner. This position is also overseen on day-to-day matters by the Town Manager.

Benefits: For information on any available benefits, including any vacation, sick or personal time, please refer to the current Randolph Town Employee Handbook and consult with the Town Manager’s Office.

Job Description: This position is responsible for performing routine, complex & emergency public health work in the enforcement of the Chapter II of the State Sanitary Code, code enforcement, prevention education and related statutes and regulations, including licensing ordinances in accordance with Chapter 140 of the General Laws of the Commonwealth of Massachusetts. The *Sanitary Code Enforcement Officer* will be supervised by the Public Health Commissioner and will be responsible for additional Public Health Department duties and responsibilities, as assigned. Typical duties include but are not limited to:

- Primarily conducts Chapter II State Sanitary Code Inspections based on tenant complaints about their rental units. Complaints may be related to chronic dampness, (*mold*), pests, (*mice, rats, insects*), heat, hot water, lead paint and general maintenance of the dwelling place. Order to Correct violation letters, (OTC) are issued by the *State Sanitary Code Inspector* to the property owner. Failure for the property owner to comply may require ticketing, a public hearing or filing of a non -criminal complaint in district court of housing court.
- Conduct pre-rental Chapter II State Sanitary Code inspections for multi-unit dwelling places.
- Investigates nuisance complaints, litter complaints, dumpster complaints.
- Inspects food establishments, semi-public swimming pools and tobacco establishments.
- Educates the public concerning the contents of statutes, regulations and ordinances and the health and safety concerns involving, rodents, mosquitoes and ticks.
- Attends hearings before the Board of Health and court hearings as necessary.
- Must be available to the Town, on call, on an emergency basis after hours and weekends.
- Creates & maintains detailed records, reports and other associated records.

- Collaborate with Public Health Nurses, Animal Control Officer and other Public Health staff as instructed by the Commissioner.
- Performance of duties requires daily interaction with town departments, business people, consultants, contractors, property owners, and the general public, in person, by telephone, computer, fax and in writing to obtain and provide information.

Physical Requirements

- The employee is frequently required to stand, walk, sit, speak, hear and use hands to operate equipment and carry up to 50lbs of equipment for special events, both inside and outdoors. It is estimated that 80% of the work takes place in the field. 10% of the time is estimated for office related tasks such as writing OTC's and 10% of the time is reserved for meetings).

Knowledge, Ability and Skill

- Knowledge of State Sanitary code enforcement procedures and relevant laws.
- Ability to interact tactfully and appropriately with the general public. Ability to prioritize tasks and to organize records. Ability to communicate effectively verbally and in writing.
- Ability to work independently.
- Excellent interpersonal skills, planning and organizational skills and computer skills.
- Ability to learn applicable laws, ordinances, rules and regulations and be able to communicate these orally and in writing.
- Ability to enforce laws and regulations firmly and impartially.
- Establish and maintain effective working relationships.
- Exercise sound judgement evaluating situations and making decisions.
- Evaluate compliance with statutes and regulations.
- Possession of driver's license and a satisfactory driving record are required at the time of appointment and as continuing conditions of employment.

Recommended Minimum Qualifications

Associate's Degree in biology, chemistry, criminal justice or relevant field; one to three years of municipal experience preferred; or equivalent combination of education and experience. Serve Safe Food Protection manager certificate, Lead Determinator and Certified Pool Operator, (CPO) certificate is advantageous.